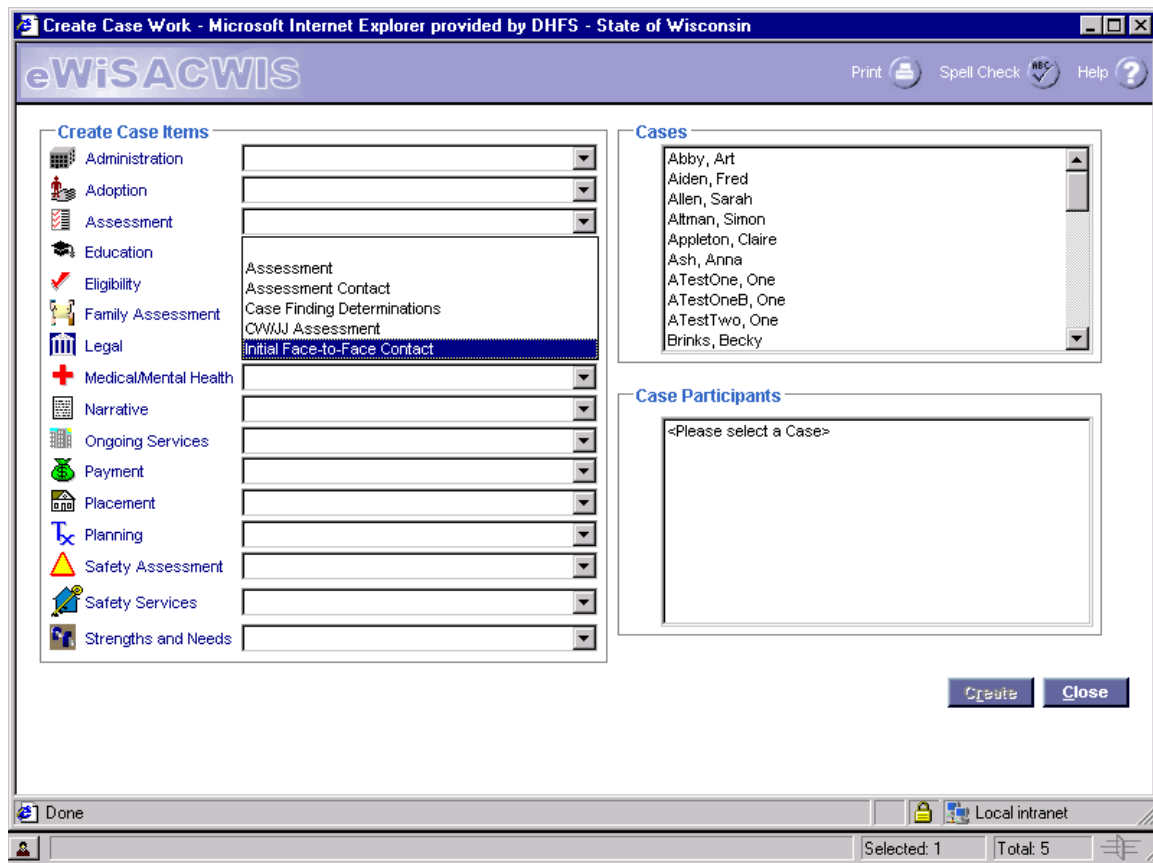


INITIAL FACE TO FACE CONTACT

To start an Initial Assessment Contact, go to Create > Casework > Assessment. Select Initial Face – to – Face Contact. You will need to select a case and also the participant. Click the Create button. **You must create an assessment before you can document Initial Face to Face Contact(s).**

This is a screen shot of how a worker would access the assessment contact window:



This is a screen shot of the window that comes up with when the user hits the Create button.

The screenshot shows a web browser window titled "Case Notes - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page has a purple header with the "eWISACWIS" logo and navigation links for Print, Spell Check, and Help. The main content area is divided into sections for Case Information, Note Information, and Narrative.

Case Information:

- Case: Abby, Art
- Worker: Caitlin Cake
- Date Entered: 04/14/2004 10:45 AM
- Case Note ID:

Note Information:

- Date Occurred: 04/14/2004 09:00 AM
- Category: Assessment Contact
- Type: Initial IA Face-to-Face Contact
- Face-to-Face Contact Type: Worker/Child Contact Out of Home
- Face-to-Face Contact Result: Unscheduled/Contact Occurred
- Units: 0000.0
- Billable: ☐
- Participants: A list box containing Abby, Alice; Abby, Amy (selected); Abby, Angel; Abby, Annabel; Abby, Art; Abby, Simon. A note below says "Hold down the 'Ctrl' key for multi-selection".

Narrative:

Case Note 1/1

Spoke with Amy regarding allegations of physical abuse.

Assessment Contact Information:

Buttons at the bottom: Insert Correction Note, Clear Fields, Create, Save, Close.

Footer: Page 2, Sec 1, 2/2, At 1", Ln 1, Col 1, REC, TRK, EXT, OVR, WPH, Local intranet.

In the text section of the window, summarize any information that was gathered that might not be included in the Initial Assessment Document (e.g. a contact with the foster parents for the child may not include information for the assessment, but is worth noting for the purposes of understanding what the contact with the foster parent was about.)

Case Notes - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Narrative

Case Note 1/1

Spoke with Amy regarding allegations of physical abuse.

Assessment Contact Information

Assessment Contact Information

Begin Date: 08/01/2000 12:26 PM

Name	Affiliation	Title	Contact Date	AM	PM	Delete
Abby, Amy	child	child	04/14/2004	<input checked="" type="radio"/>	<input type="radio"/>	Delete
Mary Smith	9th Street Academy	teacher	04/14/2004	<input checked="" type="radio"/>	<input type="radio"/>	Delete

[Insert](#)

[Insert Correction Note](#) [Clear Fields](#) [Create](#) [Save](#) [Close](#)

Done Local intranet

Page 2 Sec 1 2/3 At 7.6" Ln 13 Col 1 REC TRK EXT OVR WPH

Note that the user is able to enter information on the bottom portion of the case notes window. This section can be used for other contacts that were made in the case to gather information for the Initial Assessment. Contacts entered will prefill into the Initial Assessment Document. Select a Begin Date from the Begin Date field which will link these contacts to your assessment.

For each contact made, click on Insert button to insert another row.

The content of the contact will not appear in the Initial Assessment document, only the name of the contact, type of contact, ID number of the case note, and the date will show on the grid. The ID number will help to locate the note.